



HUMAN RESOURCES OFFICE BULLETIN

ISSUED BY: HUMAN RESOURCES OFFICE JACKSONVILLE

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Human Resources Office
Box 22
Naval Air Station
Jacksonville, FL 32212
(904) 542-3449
DSN: 942-3449
FAX: 942-3091

Human Resources JAX
Gulfport-Pascagoula Office
NCBC Code 19, Bldg. 1
5200 CBC 2nd Street
Gulfport, MS 39501
(228) 871-2074
DSN: 868-2074
FAX: 868-2138

Human Resources JAX
Mayport Office
Box 280088
Naval Station
Mayport, FL 32228-0088
(904) 270-5271
DSN: 960-5271
FAX: 960-6879

Human Resources JAX
Kings Bay Office
Naval Submarine Base
1063 USS Tennessee Avenue
Kings Bay, GA 31547-2603
(912) 673-4873
DSN: 573-4873
FAX: 573-3571

Human Resources JAX
Key West Office
Box 9028
Naval Air Station
Key West, FL 33040-9028
(305) 293-2214
DSN: 483-2214
FAX: 483-2484

Human Resources JAX
Charleston Office
1661 Redbank Road
Suite 106
Goose Creek, SC 29445-6511
(803) 764-4300 ext. 11
DSN: 794-4300 ext. 11
FAX: 794-4310

THRIFT SAVINGS PLAN (TSP) OPEN SEASON

The next TSP open season begins November 15, 1999, and ends January 31, 2000. During this open season, you may elect to begin contributing to the TSP, change the amount of your TSP contributions, or allocate TSP contributions to your account among the three investment funds.

You may invest all or any portion of your TSP contributions in any of the three TSP investment funds: the Government Securities Investment (G) Fund, the Common Stock Index Investment © Fund, and the Fixed Income Index Investment (F) Fund. This is true whether you are covered by the Federal Employees' Retirement System (FERS) or the Civil Service Retirement System (CSRS).

Who is eligible? You may make a TSP election this open season if:

- (1) your latest appointment to a position covered by FERS or CSRS was made before July 1, 1999;
OR
- (2) your latest appointment to a position covered by FERS or CSRS was made before January 1, 2000, AND you had been eligible to participate in the TSP during a PRIOR open season.

If you stopped your TSP contributions before August 1, 1999, you may resume your contributions this open season. If, however, you stopped your contributions after July 31, 1999, you may not elect to begin contributing again until the next TSP open season beginning June 4, 2000.

How the investment opportunity affects FERS employees. Your investment election applies to all contributions to your TSP account, i.e., Employee, Agency Automatic (1%), and Agency Matching Contributions. However, even if you are not making Employee contributions, you may still make a TSP election to invest all or any portion of your Agency Automatic (1%) Contributions in any of the three funds. This is true even if you are not able to make an election to contribute this open season because you stopped contributing after July 31, 1999.

How to make an open season election. To make an open season election, submit a completed Election Form TSP-1, to the Human Resources Service Center SE, Code 514, 9110 Leonard Kimble Rd, Stennis Space Center MS 39522-0002. You can obtain a TSP-1 form either from your activity, by calling (228) 813-1149 or DSN 446-1149, or downloading from the TSP website at www.tsp.gov.

When open season elections become effective. If your election form is received by the Human Resources Service Center SE before January 2, 2000, it will be effective on January 2, 2000. Your leave and earning statement for pay period ending January 15, 2000, will reflect this election. If you make an open season election after this date, it will be effective on the first day of the first full pay period after it has been accepted by the Human Resources Service Center SE. For this open season, an election cannot be accepted after January 31, 2000.

Where to get more information about the TSP. The booklet, "Summary of the Thrift Savings Plan for Federal Employees," dated March 1997, describes the TSP in detail. If you do not have a copy of the Plan Summary, contact the Human Resources Service Center SE at (228) 813-1149 or DSN 446-1149.

You will also receive the flyer, "TSP Open Season November 15, 1999 - January 31, 2000, *Make Your Own Magic.*" This flyer contains basic information about this TSP open season.

If you have questions about the TSP, contact the Human Resources Service Center SE at (228) 813-1149, DSN 446-1149 or visit the TSP website at www.tsp.gov.